

# Praveen Miriyala

Proofreader and Teacher

Specialized in Teaching English, Current Affairs, Reasoning & Proofreading



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📞 7013052961

📍 New Delhi, India

## SKILLS

Proofreader

Reasoning

Teaching

Current Affairs

English

## WORK EXPERIENCE

### Proofreader

KSG(Khan Study Group) IAS Academy

12/2021 - 12/2022

New Delhi, India

It is a coaching Institute for training students for Civil Services exams(IAS and IPS)

*Achievements/Tasks*

- Proofread all their content books for students.

Contact : Abhishek Chahar - 9717597134

### Proofreader

Sarathchandra IAS Academy

12/2020 - 11/2021

Vijayawada, AndhraPradesh, India

It is a coaching Institute for training students for Civil Services exams(IAS and IPS)

*Achievements/Tasks*

- Proofread all their content books for students.

Contact : MK Reddy - 9717765638

### Copy-edit includes Reports, Thesis, Journals, and Articles.

National and International Organizations

10/2018 - Present

*Achievements/Tasks*

- Edited copies include Reports, Thesis, Journals, and Articles, for the National and International organizations. These include wide variety of disciplines.
- Reviewed articles submitted by other writers, conducted editing and proofreading, and provided recommendations to improve content

## TEACHING EXPERIENCE

### Taught Indian Polity

KSG(Khan Study Group) IAS Academy

12/2021 - 12/2022

New Delhi, India

*Tasks/Achievements*

- Taught Indian Polity for the students of UPSC Civil Services Exam
- Helped KSG in opening their new branch at Himayatnagar, Hyderabad.

Contact : Abhishek Chahar - 9717597134

## TEACHING EXPERIENCE

### **History and Softskills**

Sarathchandra IAS Academy

12/2019 - 11/2021

*Tasks/Achievements*

- Taught History and Softskills to the students of UPSC Civil Services

Contact : MK Reddy - 9717765638

Vijayawada, AndhraPradesh, India

### **English and Current Affairs**

Viru Coaching which is part of Sarathchandra IAS Academy

12/2019 - 11/2021

*Tasks/Achievements*

- Taught English and Current Affairs at Viru Coaching which is part of Sarathchandra IAS Academy

Contact : MK Reddy - 9717765638

Vijayawada, AndhraPradesh, India

### **English and Reasoning**

TIME Institute

12/2016 - 11/2019

*Tasks/Achievements*

- Taught Competitive English and Reasoning to CAT, MAT, I-CET, SSC, and Bank PO students.

Contact : Madhavi - 99891 11808

Vijayawada, AndhraPradesh, India

## ORGANIZATIONS

Comptroller and Auditor General of India, Hyderabad, Telangana (12/2012 - 12/2014)

*Worked as an Auditor.*

Oracle India Pvt Ltd., Hyderabad, Telangana (12/2009 - 11/2011)

*Worked as a Software Engineer.*

## ACHIEVEMENTS

Best Employee of the year (12/2012 - 12/2013)

*Awarded the "Best employee of the year" within one year of joining at CAG(Comptroller and Auditor General)*

Best Employee of the year (12/2009 - 12/2010)

*Awarded the "Best employee" for the dedication shown*

## VOLUNTEER EXPERIENCE

### **Volunteer**

Youth For Seva(YFS)

08/2013 - 08/2015

*Teach English and Maths to Government students*

*Tasks/Achievements*

- Successfully conducted English Debates and Elocutions

Contact : K Praveen IRS - 87903 50390

Hyderabad, Telangana

## EDUCATION

### **Master of Computer Applications(MCA)**

JawaharLal Nehru Technological University(JNTU), Campus, Hyderabad.

08/2006 - 08/2009

*Courses*

- Java, C++, Python, R language, Softskills.

Hyderabad, Telangana.

## EDUCATION

### Bachelor of Science (M.P.C.)

MahaRaja College, Andhra University

08/2003 - 08/2006

Vizianagaram, AndhraPradesh

Courses

- Maths, Physics, Chemistry.

### Schooling from VI to XII class

Sainik School Korukonda, Vizianagaram, A.P.

06/1996 - 06/2003

Vizianagaram, AndhraPradesh

Courses

- XII class with Maths, Physics, Chemistry, and Biology.

## LANGUAGES

Telugu

Native or Bilingual Proficiency

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Spanish

Professional Working Proficiency

## SOFT SKILLS

Did three year course during Post Graduation

Leadership

Team player

Verbal and Non-verbal communication

Perception

Conflict Management

Corporate Social Responsibility

Work under pressure

Deadlines

Creativity

Problem Solving

Critical thinking

Negotiation

Confidence

Active listening

Interpersonal skills

Collaboration

Open-Mindedness

Change and Crisis management

feedback